

Position: Academic Systems Administrator

Department: Information Technology

Reports to: Director of Enterprise Systems

Job Summary: Assist in the specification, implementation, maintenance, and general administration of the College's server hardware and software. Focus on the administration of servers and applications that support academic services for the College community. Provide assistance to other members of the Information Technology ("IT") department in general networking and systems administration tasks. Work closely with the College's end-users, the IT Service Desk, other members of the IT department, outside vendors, and other members of the College community.

Duties and Responsibilities:

- Assist in the assessment and development of specifications for procuring the appropriate technology needed to support the College's academic departments.
- Install, configure and maintain academic systems/servers and services.
- Develop and maintain technical documentation of system(s) implementations and ongoing system(s) configurations.
- Support the College's efforts in the development of end user training material and documentation, especially for academic personnel.
- Collaborate with and support end users concerning their needs as they relate to the systems being administered and the work performed.
- Performs other duties as assigned.

Qualifications:

- Bachelor's degree and a minimum of 2-years related work experience is preferred.
- A minimum of 3-years related work experience and/or training; or equivalent combination of education, training and experience is required.
- Proficiency in systems administration of Microsoft servers and desktop operating systems in a networked environment is required.
- Working knowledge of networking, Active Directory, VMware virtualization applications, and Network attached storage.
- Familiarity with a major learning management system (LMS), Tegrity, Dyknow and/or other academic applications.
- Knowledge of common database and scripting is desirable.
- Excellent written, oral, and interpersonal skills, including the ability to professionally and personally interact with faculty, administration, students, and external resources in a diverse working environment.
- Culturally sensitive with a deep understanding and appreciation of a multi-cultural college community.
- Strong organizational, time management and multi-tasking skills with the ability to work independently as well as in a group setting.
- Ability to work flexible hours including some evenings and weekends may be required.

Interested applicants can apply by clicking [here](#).